

Minutes of the Regular Meeting  
of the  
Board of Directors of the  
Camp Meeker Recreation and Park District

Tuesday, November 16, 2010, 7:00 pm  
ANDERSON HALL, 101 LAKESIDE  
CAMP MEEKER, CALIFORNIA

I. CALL TO ORDER

The meeting was called to order by President Lynn Watson at 7:00 p.m.

II. ROLL CALL

Directors Anderson, Fawcett, Murchison, Ming and Watson were all present.

III. APPROVAL OF AGENDA

Director Fawcett requested that New Business-Item E: Water System Evaluation be addressed during the Water System Report rather than later on the agenda as scheduled. A motion was made by Jeff Fawcett and seconded by Micheal Ming that New Business-Item E: Water System Evaluation be addressed during the Water System Report rather than later on the agenda as scheduled. The motion was unanimously approved.

IV. STATEMENTS OF ABSTENTION

There were no statements of abstention.

V. PUBLIC COMMENT

Fred Meyer asked the Board to explain why the Camp Meeker Volunteer Fire Department donations from the Recreation & Park District have been cut in half in this year's budget. He was advised that the Fire Department can make such a request by asking to place it on the agenda.

VI. CONSENT ITEMS

A. Approval of minutes

As there were no corrections to the minutes of October 19, 2010 a motion was made by Cathie Anderson and seconded by Michael Ming to approve the minutes of the October 19, 2010 Board meeting as written.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

B. Payment of claims

After discussion, motion was made by Jeff Fawcett, and seconded by Michael Ming to approve warrant requests G2010-2011-005 (R&P-November) \$4,838.73, G2010-2011-006 (R&P Septic Pump Anderson Hall) \$1,683.00 and W2010-2011-006 (Water-November) \$11,513.72.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

C. Administrative and financial report

Ms. Doran-Girard related various items of correspondence. In addition, she reported that OCSD has been billed for the yearly note payment, that the 6/30/2010 audit is close to completion, and that the Department of Parks has completed their inspection and will advise regarding the re-installation of

the funding sign. The California OES has forwarded documents regarding the audit and closure of the 2005-2006 event (Tower Bridge, etc.) paperwork.

D. Board Action List

The Board reviewed the existing Action Item List and open items were assigned. The list will be reviewed again before adjournment.

VII. REPORT OF THE WATER SYSTEM OPERATOR (10 minutes)

Jamie Dunton of Russian River Utility advised that there is nothing significant to report. The present allocation of costs (70%-CMRP/30%OCSD) is on track. The lost production this month is high; however, the yearly totals are more representative of the actual loss. He informed the Board that it is necessary to install meter risers/resetters on six residential meter boxes as the surrounding areas are filling with surface water. The cost is \$100/per installation—this is covered under the contract. He estimates the materials costs at \$700-1,000. A review and consideration of the costs of meter re-setters will be discussed at the December meeting.

WATER SYSTEM EVALUATION (Agenda Reference: New Business-Item E):

Jamie Dunton reviewed recent past events with respect to the water system and stated that it is his opinion that this is mostly bad luck. He feels the system is in great shape for its age. Jeff Fawcett responded that he would like to have Brelje and RRU talk with each other and look at what potential problems the District might be facing in order that the Board can stay ahead of problems.

VIII. PUBLIC HEARING ON ORDINANCE #10: INCREASE IN WATER RATES

A. OPEN PUBLIC HEARING

The public hearing was opened at 7:47 p.m.

The Board took and reviewed public comment on Proposed Ordinance No. 10, which proposes an increase of water rates. The rate increase is the result of declining revenue due to consistently reduced consumption since 2005. The proposed rates are estimated to increase total revenue by \$21,680 per year and increase the average monthly water bill by an estimated \$4.99.

Members of the public--Merle Whitburn, Layna Berman, and Fred Meyer--addressed various concerns to the Board including late fees, consumption issues, increase in base rate, and water sales to private haulers.

B. CLOSE PUBLIC HEARING.

The public hearing closed at 8:41 p.m.

IX. UNFINISHED AND CONTINUING BUSINESS

A. WATER RATE INCREASE: ADOPTION OF ORDINANCE NO. 10

DESCRIPTION: Proposed increase of water rates as shown in the table below, effective December 1, 2010. The rate increase is the result of declining revenues due to consistently reduced consumption since 2005. The proposed rates are estimated to increase total revenue by \$21,680 per year and increase the average monthly bill by \$4.99.

CURRENT WATER RATES	
Consumption Block (in units = 1,000 gallons)	Rate per Unit

0	\$2.00
4	\$3.00
10	\$6.00
15	\$12.00
30	\$24.00

PROPOSED WATER RATES	
Consumption Block (in units = 1,000 gallons)	Rate per Unit
0	\$2.00
5	\$7.50
10	\$15.00
15	\$25.00
30	\$45.00

**ACTION:** After discussion, motion was made by Jeff Fawcett, and seconded by Cathie Anderson to approve Ordinance # 10 increasing the water rates as detailed below:

WATER RATES (12/01/2010)	
Consumption Block (in units = 1,000 gallons)	Rate per Unit
0	\$2.00
5	\$7.50
10	\$15.00
15	\$25.00
30	\$45.00

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

**B. ROUNDABOUT AND PLAY EQUIPMENT REPAIR**

**DESCRIPTION:** The Board has been advised of a condition on the children’s roundabout at the beach area and will discuss progress of repair/replacement of this equipment.

**ACTION:** The Board did not direct further action on this matter including directing repairs and/or replacement of the roundabout.

**C. WEBSITE: RESOLUTION 2010-011**

**BANK OF THE WEST SAVINGS ACCOUNT**

**DESCRIPTION:** In order to establish a business savings account at Bank of the West to accommodate use of PayPal services as discussed at the October Board meeting, the Board must adopt an appropriate resolution to establish the account.

**ACTION:** After discussion, a motion was made by Jeff Fawcett and seconded by Michael Ming to approve Resolution 2010-011 opening a Bank of the West Savings Account for website transactions and services and establishing signers for said account.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

X. NEW BUSINESS

D. CAL CARD CREDIT CARD ACCOUNT

DESCRIPTION: A feature of the new website will enable online payments for District events and activities, rental of Anderson Hall in particular. Some of the software to accomplish this requires a small recurring charge to a credit card. The District presently has no credit card account. Purchases are funded via staff credit cards and reimbursed. Two credit cards will be issued by US Bank with a \$1500 limit each: one to the Board President and one to the Board Treasurer. Staff will administrate and review the bills prior to payment and all purchases will be submitted to the District's administrator. This program was developed by the State and is used by a number of other Districts including OCSD.

ACTION: After discussion and input from the public, a motion was made by Jeff Fawcett, and seconded by Cathie Anderson to apply for a Cal Card account and assign signatures and staff responsibilities.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

F. REQUEST FOR FUNDING: VOLUNTEER FIRE DEPARTMENT SPAGHETTI FEED.

DESCRIPTION: The Board reviewed a request to fund proposed raffle and kids prizes at the Volunteer Fire Department Spaghetti Feed held on November 13. The District has previously donated \$400 to this cause.

ACTION: After discussion, a motion was made by Seth Murchison, and seconded by Michael Ming to donate \$400 to the CMVFD Spaghetti Dinner.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

XI. UPDATE ACTION ITEM LIST

DESCRIPTION: The Board maintains an Action Item List with due dates and assigned responsibilities. This is a routine review and update.

ACTION: The Board added various items to the Action Item List (see attached) and assigned responsibilities.

XII. DIRECTORS' REPORTS

DESCRIPTION: There were no items to report

XIII. ADJOURNMENT

As there was no further business to be brought before the Board at this time, a motion was made by Cathie Anderson, and seconded by Seth Murchison that the November meeting of the Camp Meeker Board of Directors be adjourned.

The motion was approved.

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

CHERYL DORAN-GIRARD

2010-12-16cdg-rev4

CAMP MEEKER RECREATION & PARK DISTRICT  
BOARD ACTION ITEM LIST  
November 16, 2010

<b>Action Item</b>	<b>Responsible</b>	<b>Open</b>
Newsletter	Watson/Doran-Girard	12/21/2010
Website	Fawcett	11/16/2010
Parking Lot Guard Rail	Watson/Doran-Girard	11/16/2010
Round-About Repair	Murchison	11/16/2010
Anderson Hall-Stove	Anderson	11/16/2010
District Office-Heater	Anderson	11/16/2010
Customer Late Charges	Fawcett	11/16/2010
SCWA/OCSD Amendment	Ming	11/16/2010
System Evaluation	Fawcett	11/16/2010
Tables for Girard Grove	Anderson	11/16/2010
Anderson Hall-Maintenance & Repair Review	Fawcett	11/16/2010
Projector Purchase	Murchison	11/16/2010
History Group Hard Drive	Anderson/Doran-Girard	11/16/2010
Anderson Hall-Fire/Smoke	Doran-Girard	11/16/2010
Cal-Card Credit Program	Doran-Girard	11/16/2010
BOW Savings Account	Fawcett	11/16/2010
Anderson Hall-Funding Sign	Anderson	11/16/2010
Smart Meter removal	Anderson	11/16/2010
Water bill relief	Fawcett	11/16/2010